

**NASA FINANCIAL MANAGEMENT MANUAL  
FMM 9700 - NASA FEDERAL TRAVEL REGULATION SUPPLEMENT (NFTRS)  
TRANSMITTAL NOTICE NO. 9700-09**

Date: March 24, 2003

1. This transmittal notice forwards this change to FMM 9700 NASA Federal Travel Regulation Supplement (NFTRS).
2. The change is effective upon receipt.
3. To view this updated document, please access our FMM website at "[www.hq.nasa.gov/fmm/](http://www.hq.nasa.gov/fmm/)".

**DIGEST OF MAJOR CHANGES, ADDITIONS, AND REVISIONS**

<b><u>Paragraph/ Appendix</u></b>	<b><u>Page(s)</u></b>	<b><u>Change(s)</u></b>
301-2.11	10	Revision made to comply with NPD 9710.1P.
301-2.25	12	Paragraph was added to provide policy for calculating the per diem in the authorized trip, when constructing vouchers.
301-10.21	14	Added to provide policy regarding the fee for paper tickets when electronic tickets are available.
301-10.309	17	Modification was made to clarify the policy on the reimbursement when authorized use of common carrier.
301-11.10	20	Paragraph was eliminated.
301-11.32	22	Added to provide policy on reimbursements for an advance room deposit that was made prior to the beginning of official travel.
301-11.302	30	Added to include policy on actual expenses.

*Original Signed By*

John M. Blair  
Director, Financial Management Division